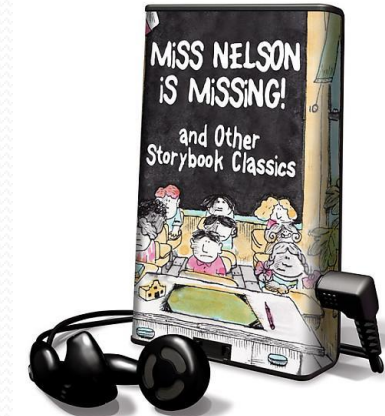
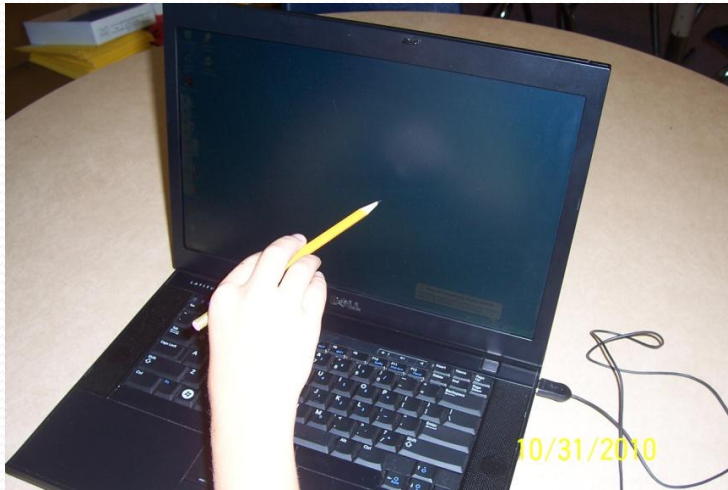


Acceptable Use of Equipment and Library Material

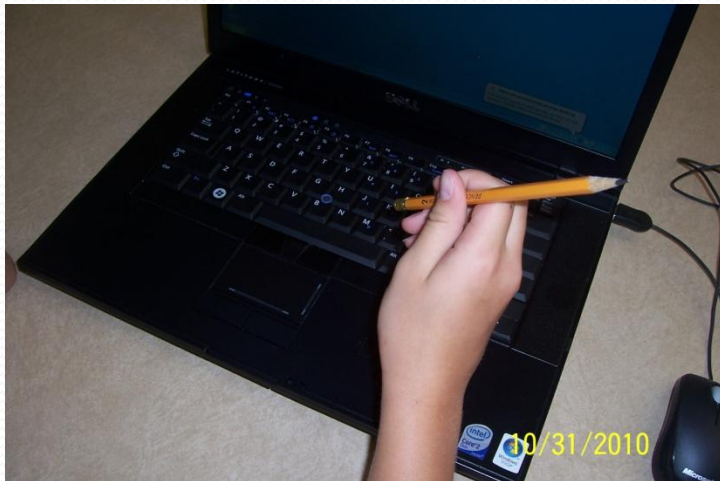


Proper Care of Laptops

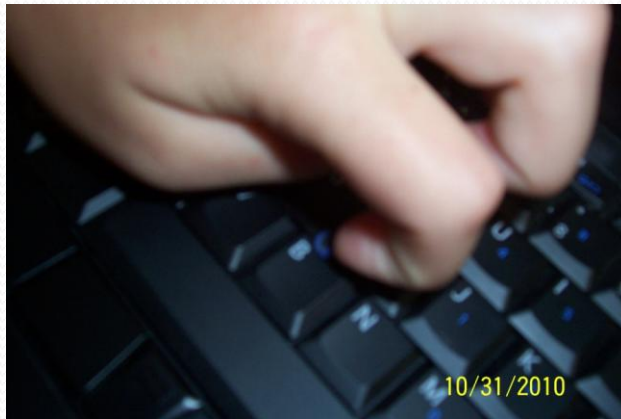




- Keep pencils or any writing tool away from the laptops.
- Monitor and computer Keys should not have marks on them.



- Pencils belong on paper.



- Don't peel the stickers off the laptop.
- Don't pick at the keys or touch point.
- Don't clean the monitor with your hand. This will leave finger prints.

Proper care of Playaways



Damaged Cases

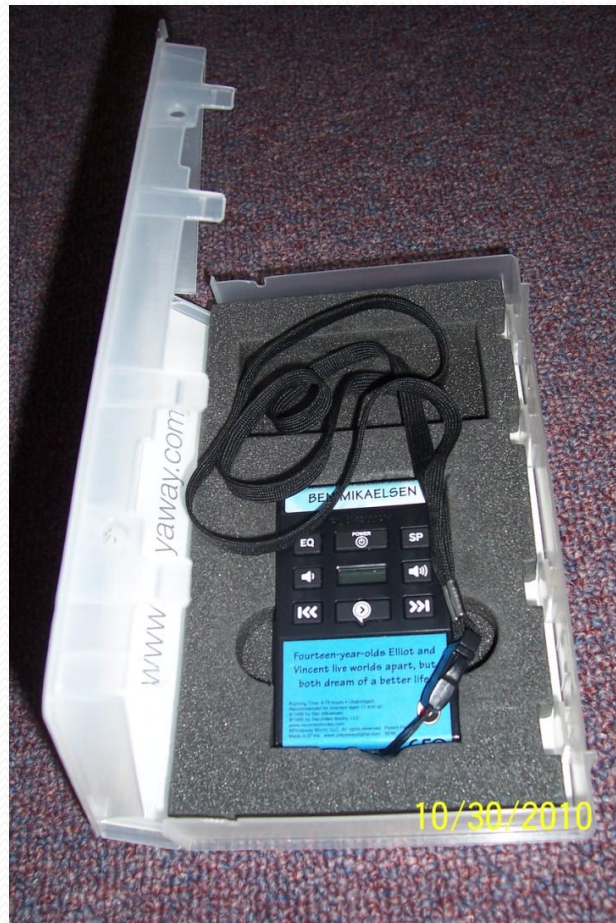


Missing Parts

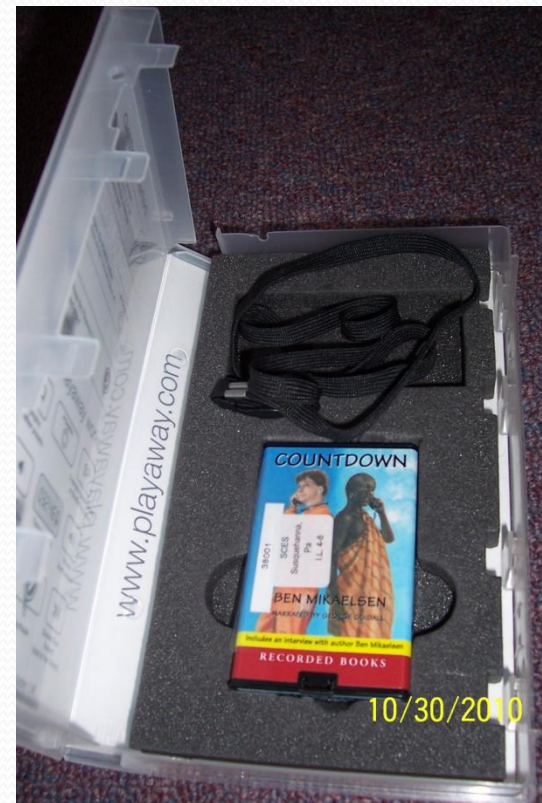
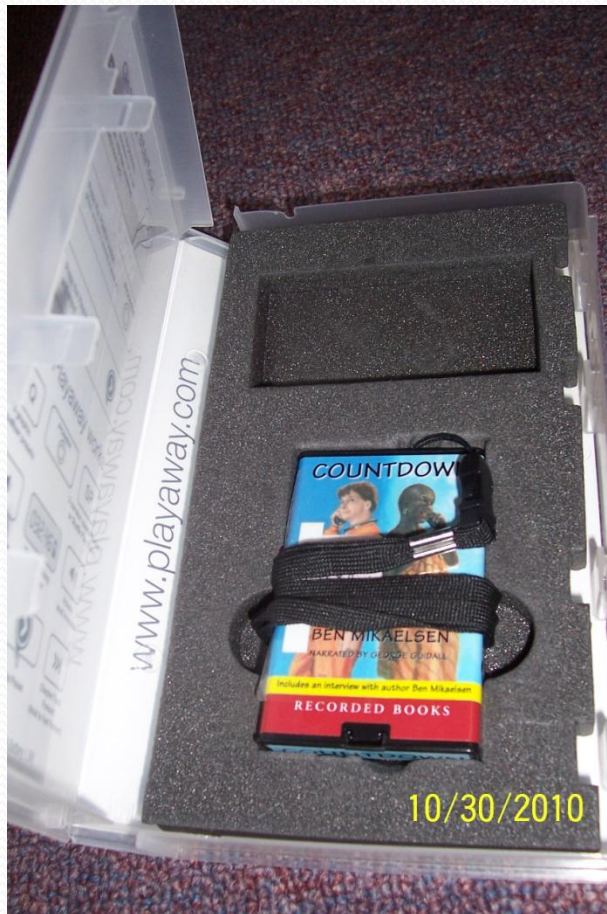
- Someone brought this playaway back to the library without the battery and cover.
- Do not replace the battery. If the playaway doesn't work, bring it back to the library. We will replace it.



Improper way to replace a Playaway in a case.....



Proper way to replace a Playaway in a case...




Get Permission

- Before you can take out a playaway, you must get a signed permission slip from your parents.
- The permission slips are on the Circulation Desk. They are blue.

Susquehanna Community Elementary Library
Playaway Permission Slip

Dear Parents

We have Playaway's in the library collection. A Playaway is an audiobook without the need for special equipment such as a cassette or CD player. With a Playaway, your child can listen to an audiobook with ease. The entire book is already loaded on the durable Playaway unit, which is about half the size of a deck of cards. During library class, your child will be given instruction on its use and care of the equipment.



Each Playaway comes in a universal plastic case that contains the Playaway unit, battery, lanyard and headphones. I will not include the headphones in the Playaway, thus I am asking the students to purchase their own headphones for \$1.00. I have them for sale in the Library. If they currently own headphones, there will be no need to purchase any.

Since the Playaway's are quite expensive, between \$35.00 - \$60.00, I am requesting your child bring back a signed permission slip, each year, stating that you understand the cost and you're willing to pay for any damage to the unit. In addition, if any part of the unit is lost, you will pay the replacement cost. They are as follows:

Case: \$2.99
Lanyard: \$1.00
Rechargeable battery: \$4.00

If you have any questions or concerns, please don't hesitate to call or e-mail me.

Sincerely,

Jeanne Gidden, Librarian
853-4921 ext. 1226, gidden@susquehanna.org

Please cut along the dotted line and return the permission slip to the library.

My child _____ has permission to take out a Playaway. I understand if the Playaway is damaged or parts of the unit is lost, I will pay for the replacement of the item(s).

Print Name

Signature

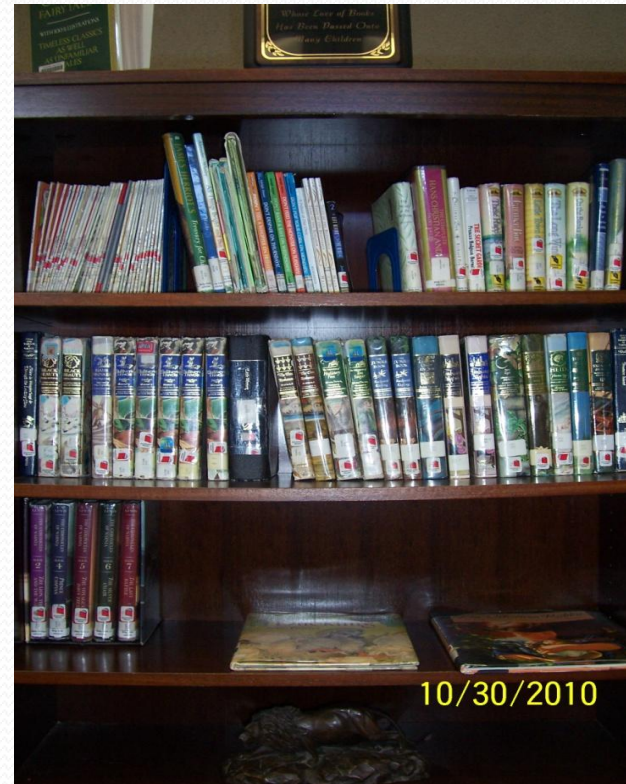
Proper Replacement of Books



Which Bookcase looks better?



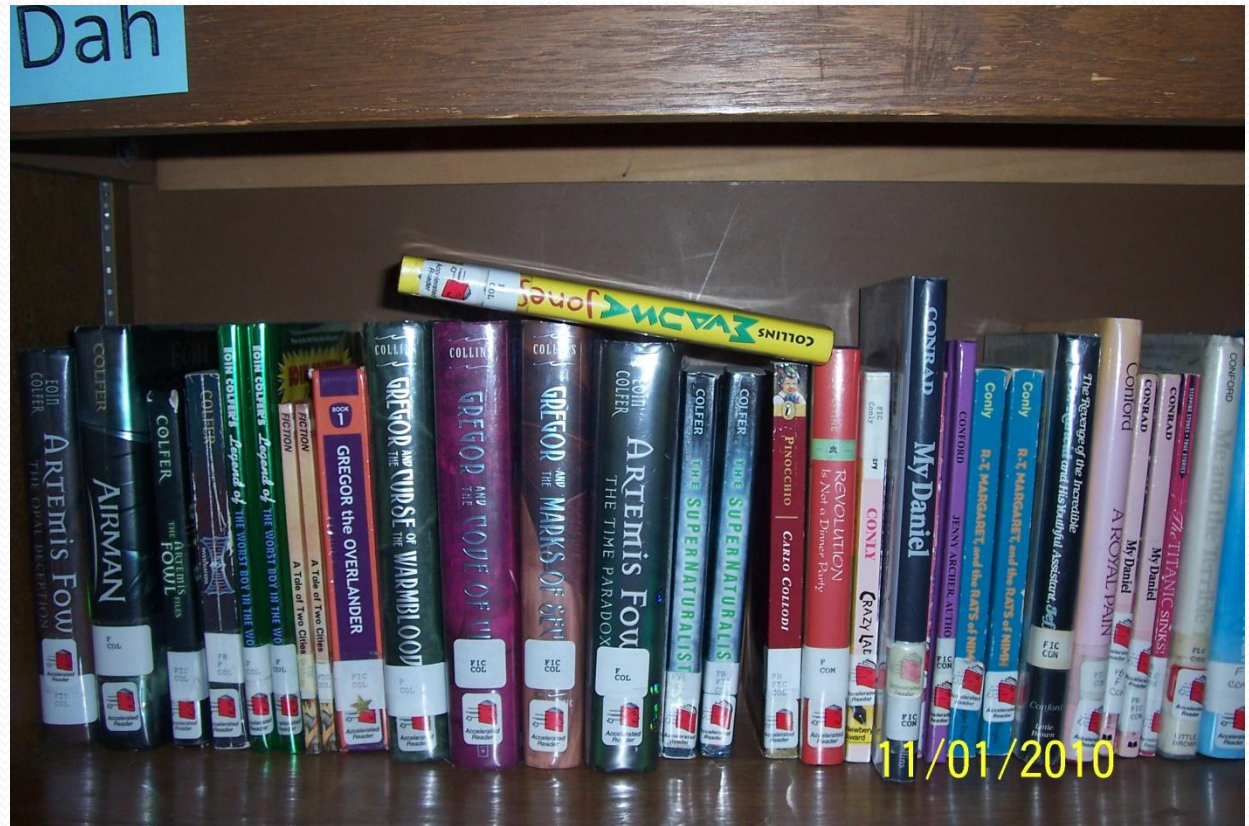
A



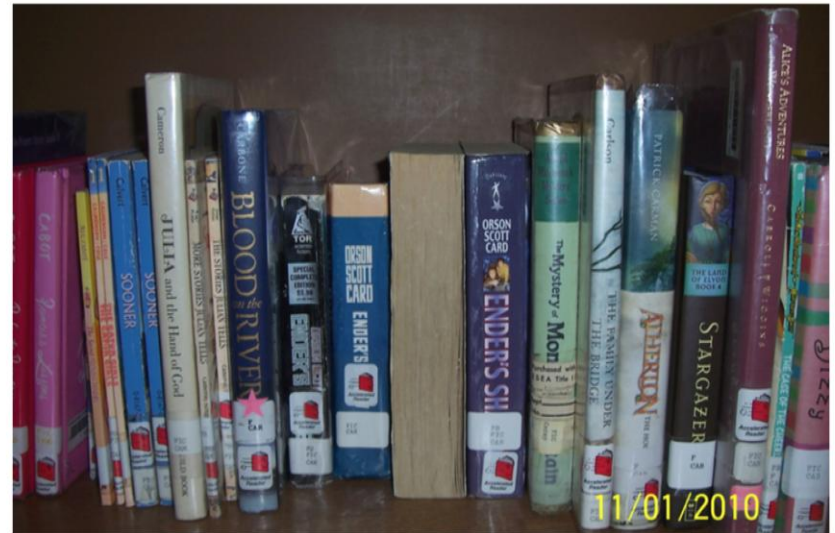
B

Wrong ways to replace books on a shelf

Do not place books on top of other books.



Can you find what's wrong with these shelves?



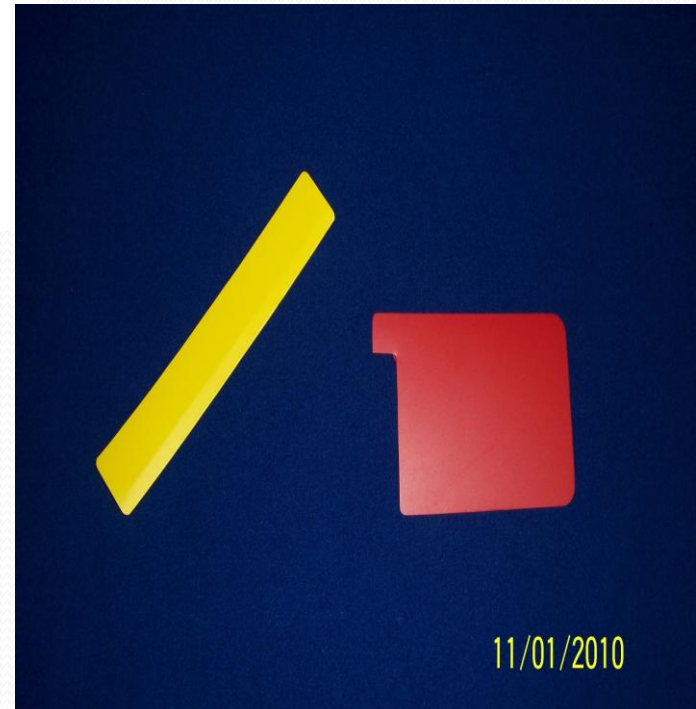
The bookshelf on the left has a book upside down.

The bookshelf on the right has a book with the pages facing out.

Books should be placed back on the shelf with the spine out and the call number down.

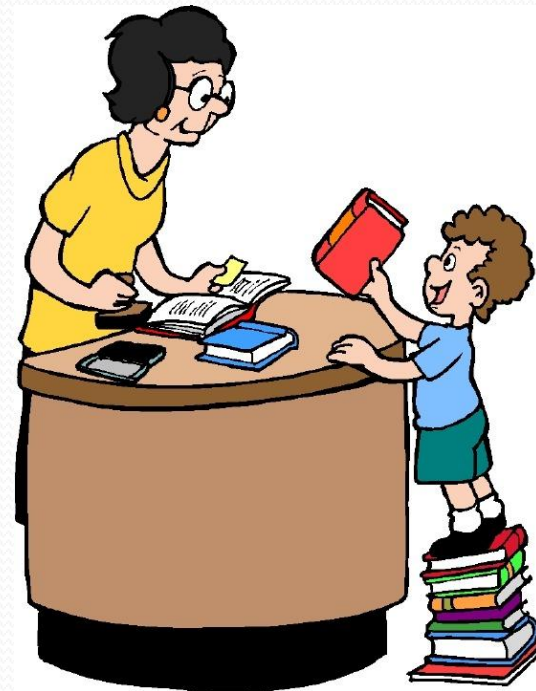


Please use a shelf marker to ensure books are replaced properly.



Circulation Procedure

- You have the privilege to borrow library material for one week.
- You may renew library material as long as it isn't on hold for someone else.
 - 5th and 6th graders – 2 books
 - Both books must be brought back before you can take out another.
 - K4 – 4th graders - 1 book



Acceptable behavior.....

No Bullying!



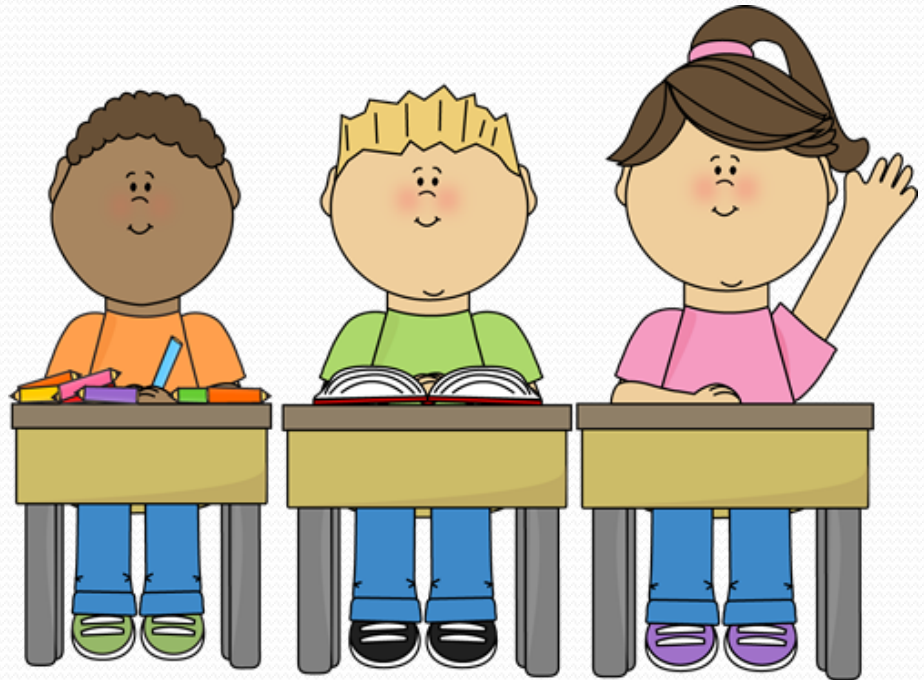
**You are a student not an
acrobat.**

**Keep chair on 4 legs at all
times for your safety.**

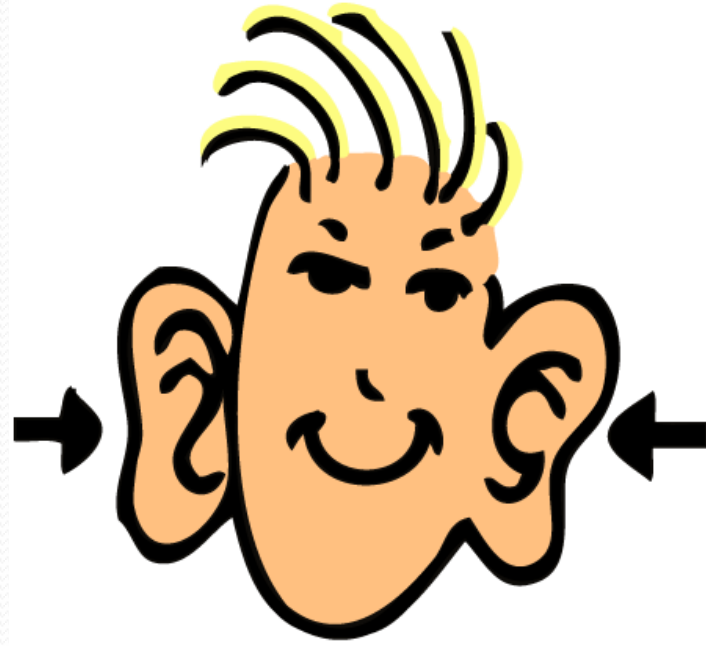


Raise your hand

- to answer a question
- for emergencies
- to leave your seat



Do you have your listening ears on?



If NOT...ask **three(3)** before me!

Always be....



Can you think of other behaviors Mrs. Glidden can add to this PowerPoint?

How do these behaviors relate to the three RRR's in being a successful saber?

Respectful
Responsible
Ready





Created by ...

Mrs. J. Glidden, Library Media Specialist
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Susquehanna, Pa. 18847